Movement Turnover Report

Purpose

Use this procedure to identify employees who have left an agency or subagency (Business / Personnel Area); have been hired into the agency or subagency (Business / Personnel Area); or who have moved into another subagency (Personnel Area) within the agency (Business Area).

Trigger

Perform this procedure when identifying employees who had movement in or out of the agency or sub-agency (Business / Personnel Area).

Prerequisites

An action in HRMS has been performed such as a New Hire, Re-hire, Separation or an Appointment Change.

End User Roles

In order to perform this transaction you must be assigned the following role:

- Personnel Administration Inquirer / Processor / Supervisor
- Payroll Analyst
- Payroll Inquirer / Processor / Supervisor
- Financial Reporting Processor
- Benefits Processor

Change History				
Date	Change Description			
5/7/2009	Purpose and Helpful Hints statements have been			
	updated. Report results screenshot reflects the			
	new added fields. For more information please			
	reference the <u>HRMS Communication dated</u>			
	<u>4/28/09</u> .			
7/23/2009	Added Comment Section.			
6/25/2012	Selection screen shot updated.			
7/05/2012	Note added to helpful hints re: using the			
	multiple selection for Job Class			

Transaction Code

ZHR_RPTPYU26

Helpful Hints

To identify employees who have transferred out of the Personnel Area, the column Old Pers. Area will indicate the losing Personnel Area, while the column New Pers. Area will indicate the gaining Personnel Area with the action of Appointment Change (U3).

To monitor the job class turnover in your agency within a specified time frame, reference the following column headers: Job Class, Job Class Short Text, Job Class Long Text, Old Job Class, Old Job Class Short, Old Job Class Long T.

This report does not show transfers within a Personnel Area. Use the Actions Report (transaction code ZHR_RPTPA457) to see transfers within a Personnel Area. Reference OLQR User Procedure, Actions.

The multiple selection *Select Ranges* for the *Job Class Abbrev*. field does not work for this report.

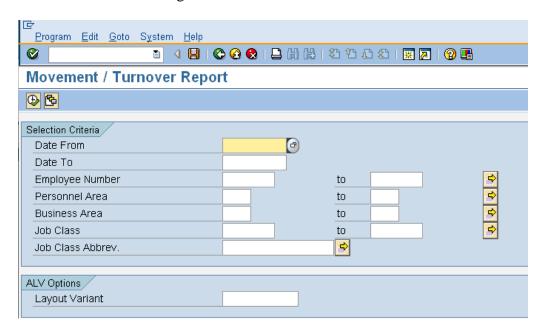
Types of Messages

The types of messages and responses are shown below:

Message Type	Description
Error	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed.
Warning •	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation	Example: Save your entries.
or 😵	Action: Perform the required action to proceed.

Procedure

Start the transaction using the transaction code **ZHR_RPTPYU26**.

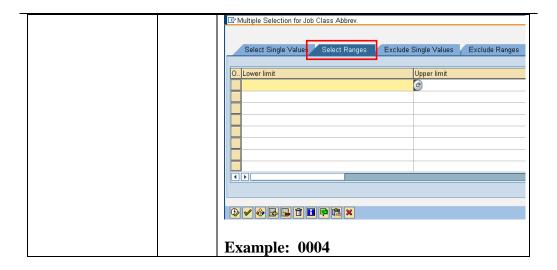


1. As required, complete/review the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Date From	R	Will run the report using the specified date as		
		the beginning date.		
		Example: 09/01/2008		
Date To	R	Will run the report using the specified date as		
		the end date.		
		Example: 12/31/2008		

1. As required, complete/review the following fields:

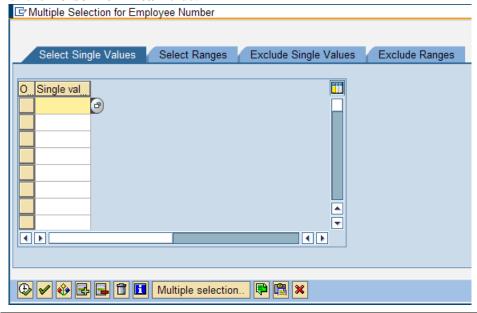
R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Personnel Area	С	A specific agency/sub-agency in the State of Washington. A Personnel Area or Business Area must be entered. Example: 3000 (Dept. of Social & Health Services)		
to	О	A specific agency/sub-agency in the State of Washington. If there are multiple sub-agencies, an additional Personnel Area may be entered here OR follow the steps below to add several Personnel Areas. Example: 3000 (Green Hill School)		
Business Area / to	С	A specific agency in the State of Washington. This selection option will run the report for this specified agency including their Personnel Area(s). A Personnel Area or Business Area must be entered. Example: 3000 (Dept. of Social & Health Services)		
Job Class	С	A general task of similar purpose and knowledge requirements Example: Office Assistant		
Job Class Abbrev.	С	Represents or identifies a specific object (for example, a job The multiple selection <i>Select Ranges</i> for the <i>Job Class Abbrev</i> . field does not work for this report. You will need to enter each job class.		



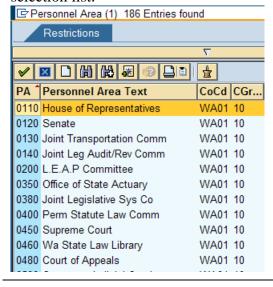
2. Perform one of the following:

If	Go To
adding more than one Personnel Area,	Step 3
only one Personnel Area,	Step 4

To add multiple Personnel Areas, click (Multiple Selection) to the right of the **Personnel Area** fields.

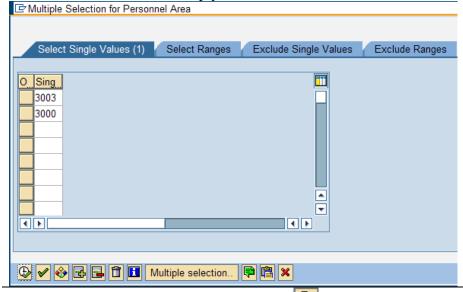


a. Click in the empty field and then click on the (Matchcode) to open the selection list.

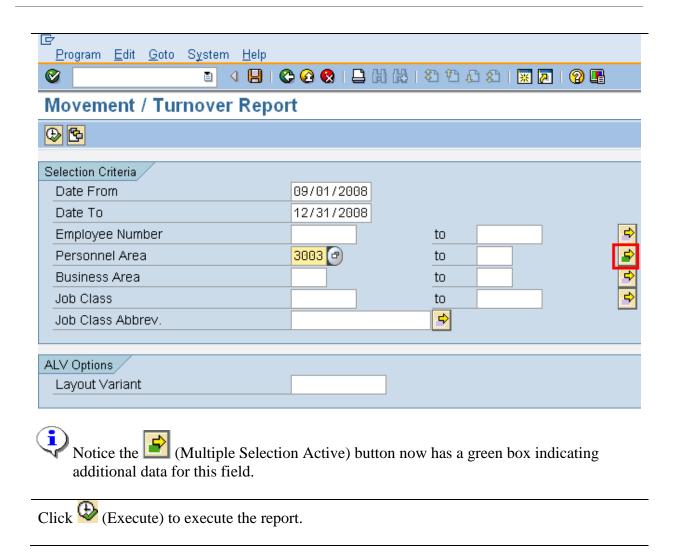


Double-click on the Personnel Area to select.

Continue to the next empty field to select additional Personnel Areas.

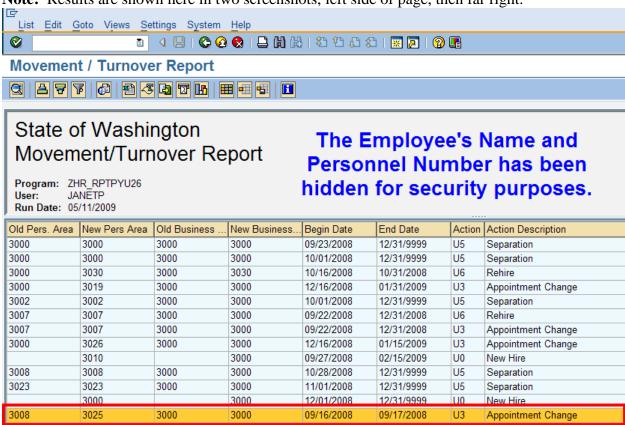


Once your selections have been made, click (Copy) to accept.

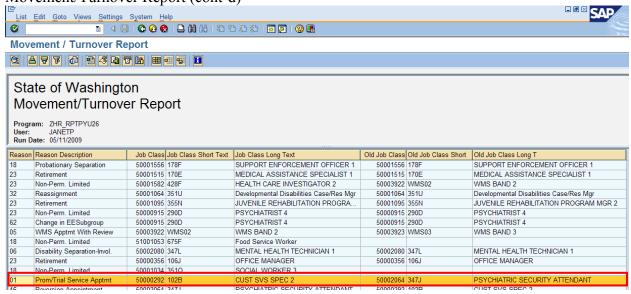


Movement/Turnover Report

Note: Results are shown here in two screenshots, left side of page, then far right.



Movement/Turnover Report (cont'd)



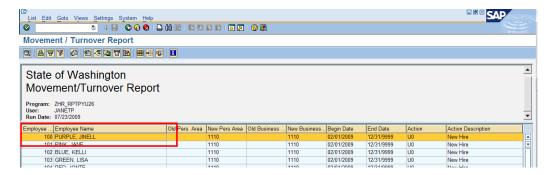
5. You have completed this transaction.

Result

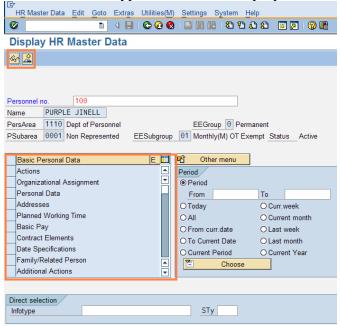
You have generated the Movement / Turnover report.

Comment

The report allows you to go directly into the employee's HR Master Data by double-clicking on the employee's record in the report results.



You will be taken to the Display HR Master Data (PA20) screen. From here you can select an infotype and view the employee's record.



To return to the Movement Turnover Report results, click (Back) to return to the previous screen.

Movement_Turnover_ZHRRPTPYU26

